



Board Policy #3

TITLE: Administrative Approval Process for Grants under \$100,000 from Regional Per Capita Grant Allocations

EFFECTIVE DATE: 02/13/18

AUTHORITY: § 2.2-2486 - §2.2-2487 of the Code of Virginia

POLICY STATEMENT: It is the policy of the Virginia Growth and Opportunity Board that each Regional Council will have the option to receive administrative approval for up to \$250,000 of its Regional Per Capita grant funds each fiscal year with a limit of \$100,000 per project.

To receive administrative approval, the Regional Council must submit an enhanced capacity building request for administrative approval to DHCD. The request must include the project application approved by the Regional Council, a description of why the project is a priority for the Regional Council, and why it aligns with the Region's Economic Growth and Diversification Plan. The request must also demonstrate at least two participating localities and a 1:1 match. There is not a local match requirement for these projects. GO Virginia staff at DHCD must receive appropriate documentation and give administrative approval to the project before funding can be committed. DHCD will monitor project outcomes determined during contract negotiations. At each Board meeting, staff will present a summary of all administrative approvals granted during the interim between meetings.

APPROVAL AND REVIEW: This Board policy was reviewed and approved on 02/13/2018.

SUPERSESSION: This Board policy is new.

DHCD DIRECTOR: Erik Johnston



REQUEST FOR ADMINISTRATIVE APPROVAL

REGION:

SUPPORT ORGANIZATION:

APPLICATION QUESTIONS:

1. Please list the participating localities (a minimum of 2 is required).
2. Please use the Budget Overview: Sources & Uses Template to provide the project budget and demonstrate that you have the required 1:1 match for the project.
3. Please provide a brief summary of the project.
4. Please describe why this project is a priority for the Regional Council.
5. Please describe how this project aligns with the Region's Economic Growth and Diversification Plan.

REQUIRED ATTACHMENTS:

1. Project Application to Regional Council
2. Letter from Regional Council Chairman stating support of the request
3. Budget Overview: Sources & Uses Template
4. Match Documentation